Daily Activity Report Sample (Excel Structure)

A **daily activity report in Excel** with formulas streamlines tracking and analyzing your tasks efficiently. It automatically calculates totals, averages, and progress metrics, saving valuable time. This tool enhances productivity by providing clear, data-driven insights every day.

Date	Task	Start Time	End Time	Duration (hrs)	Status	Remarks
2024-06-11	Email follow-up	08:30	09:00	=((D2-C2)*24)	Completed	Sent 5 emails
2024-06-11	Project Design	09:15	11:45	=((D3-C3)*24)	In Progress	Draft completed
2024-06-11	Team Meeting	12:00	13:00	=((D4-C4)*24)	Completed	Updated all
2024-06-11	Documentation	14:00	15:30	=((D5-C5)*24)	In Progress	Halfway done
Total Hours				=SUM(E2:E5)		
Average Task Duration (hrs)				=AVERAGE(E2:E5)		
Progress: **=COUNTIF(F2:F5,"Completed")/COUNTA(F2:F5)** (shows percent completed)						

How to use these formulas in Excel:

- **Duration (hrs):** `=((End Time - Start Time)*24)` (Format cells as Number)
- **Total Hours:** `=SUM(E2:E5)`
- **Average Task Duration:** `=AVERAGE(E2:E5)`
- **Progress:** `=COUNTIF(F2:F5,"Completed")/COUNTA(F2:F5)` (Format as Percentage)